			広報番号:	CFAY-1200-02-04
横須賀基地空席広報		Announcement No.	(R)	
			募集締切日: Closing Date	17 Feb 04
VACANCY ANNOUNCEMENT			発行日:	30 Jan 04
(Correc	tion)		Date of Issue	30 Jan 04
1.職種名 Job title (等級 Grade <u>6</u> /	语学等級 LAD_3_)	募集人数	4.募集範囲 Areac	fConsideration
Guard Supervisor, #3005 No. of Recruitment		☑ 現 MLC/IHA 従業員(部隊内)		
受諾可能な下位等級 Acceptable Trainee Level: 3-5 1 名 □ 事務系 □ 技能系 ☑ 保安系 □ 医療系		Current MLC/IHA Employee within Activity		
		図 現 MLC/IHA 従業員(通勤圏内)		
Administrative Blue Collar Trade Security Medical			Current MLC/IHA Employee in commuting distance	
2.部隊 Activity			☑ 現MLC/IHA 従業員(全在日米軍)	
Commander Fleet Activities, Yokosuka			Current MLC/IHA Employee Japan Wide	
Security Detachment, Guard Division (Code 1210C)			☑ 外部 Off Base Applicant	
勤務場所 Working Place: Yokosuka (CPHQ)			5.雇用の種類 Type of Employment	
3.勤務時間 Work Schedule (週_40_時間制 hrww)				
勤務日 Work Days 週休 2日			□ IHA	□ нрт
勤務時間・休憩 Work Hours/Recess Period 0745-1630, Mon thru Fri □ 夜勤 Night Shift ☑ 残業 Overtime ☑ 出張 Business Travel (Relief Duty) 6.職務内容 Duties			■ 常用 Permaner	
			口 限足 Limited I	Term (カ月 Months)
and surveillance of military facilities such as housing areas, posts, etc. In accordance with established guidelines and general instructions, plans the work of the force supervised to carry out protective programs. Assigns personnel to shifts and arranges overall work schedules so as to assure maximum protection. Supervises and controls the issuance of weapons, ammunitions, and supplies. Conducts tours of inspection of the guard force to evaluate their duty performance, appearance, and the degree of adherence to regulations and instructions. Closely investigates irregularities and takes corrective action. Prepares reports with findings and action taken. Recommends to the supervisor measures for providing more effective safeguarding of assigned areas such as improvements in policy, personnel reassignments, training programs, recognition of outstanding guards, etc. Directs and/or conducts training programs. Maintains attendance records, charts, and other records as required. Performs other related or incidental duties as assigned.				
7.資格要件/身体条件 Qualification/Physical Requirements a. Must have 1 year of specialized experience in the same line of work at next lower level. b. Must have an ordinary driver's license (A/T limited is not acceptable). c. Ability to work and drive under a multiplicity of weather conditions to maintain emergency services/security capability. d. Ability to speak, read and write Japanese language at native language level. e. Ability to speak, read and write English at elementary proficiency level (LAD-3). f. Ability to report for duty, 24 hours a day, whether or not public transportation is available g. Ability to have skill in operating office automation hardware and software such as Windows NT, Microsoft Office (Word, Excel, Access and PowerPoint) and Communications h. Ability to work at any work site and under irregular work schedule. (Yo kosuka, Urago, Ikego, Negishi, Koshiba, Ha koza ki, and Tsurumi) *Applicants who does not fully meet the qualification requirements stated above may be considered as a lower grade level as below; 3-5: Must have 1 year of specialized experience in the same line of work at the 3-4.				
英語力 English Language Proficiency: □必要なし None □初級 Basic □中級 Intermediate 図上級 Advanced □特段の能力 Exceptional				
学歴 Educational Background: N/A 免許証/修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8				
8.提出するもの Application and Associated Documents				職務状況
олещ у обо Application and Associated Documents				Working Condition
*凶 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)				Ability to work and drive under a multiplicity of
*****HROのウェブサイトにてPDF形式の様式を入手出来ます。. http://hro.cnfj.navy.mil **:			navy.mil ****	weather conditions to
*凶 専門職務経歴書 Self-explanation of past work experience, skills and knowledge				maintain emergency services/security
図 運転免許証の写し Copy of Driver's License				capability.
図 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)				
図 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not acceptable.)				
*の記入は Complete * in □ 日本語で Japanese ☑ 英語で English				
問い合せ先 for Job Inquiries		Office to Submit		事務処理欄 For Official Use
· 担当部署/担当者名 Office 〒238-0015 神奈川県横須賀市泊町 1 番5		賀市泊町 1 番地		PD No.: CFAY-1210C-001
1 banchi Tomari-cho, Yokosuka 横須賀基地司令部マネージメントオフィス 人事管理課 担当: 佐藤・石原 046-816-8148/046-816-8143 DSN 243-8148/8143 (務内容に関する問い合わせ) 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Off (HRO), MLC/IHA Employment Office (Code 5 つ46-816-8153 DSN 243-8153 (提出・通知に関する問い合わせ)			ffi ce Yokosuka	PD is accurate and current. Certified by Activity: ts12/22
			· ·	HROso1/23so1/30